

Section 12.1 FUNCTIONS MENU

Earnings History

Overview and Selection

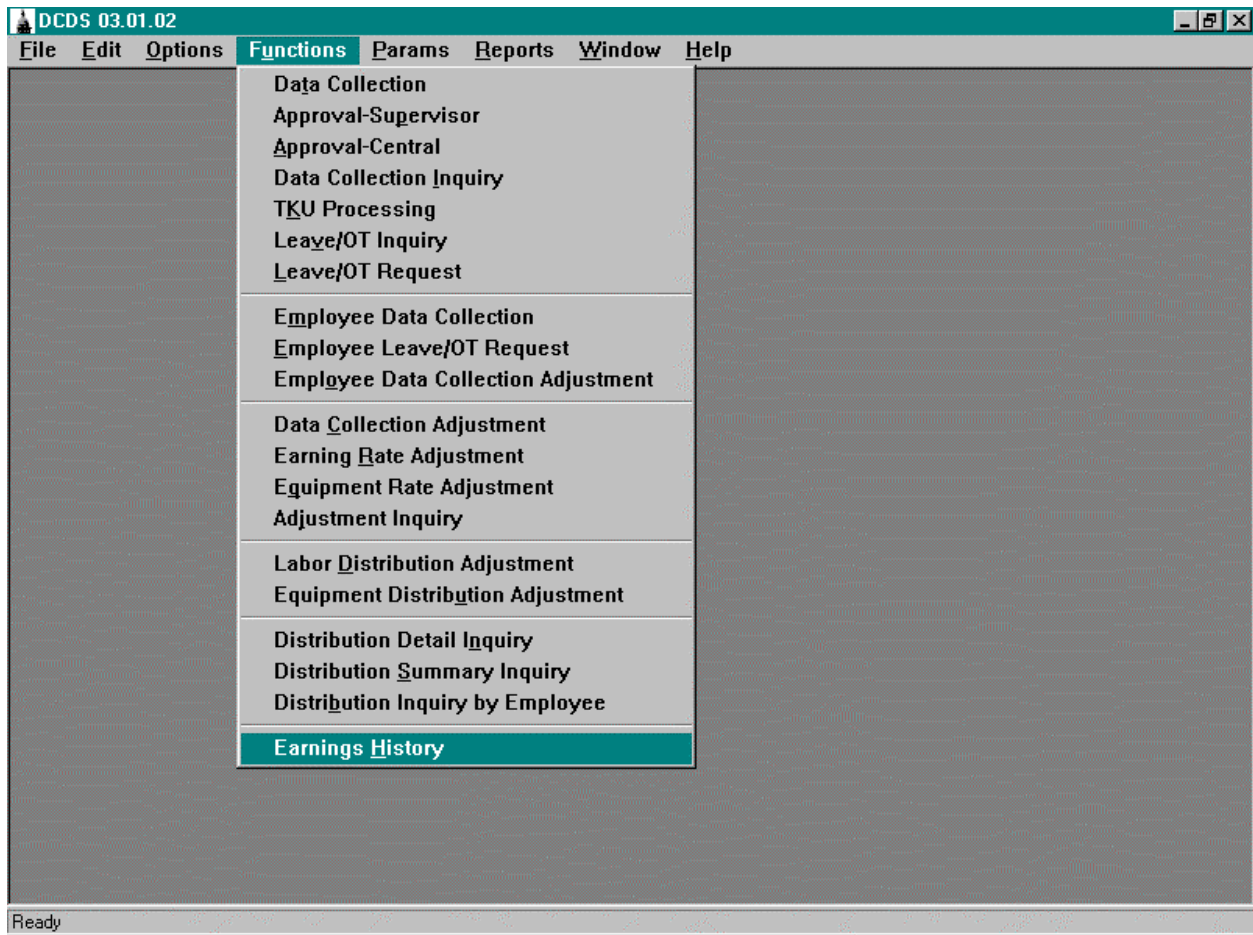
Purpose	This section provides an overview and the procedures on how a department, agency, or employee can view earnings history information in DCDS. History data is available from January 1996 to March 29, 2001. Data after March 29 may be obtained from the Human Resource Management Network (HRMN).
Tab	Selection
Reminders	<ol style="list-style-type: none">1. The Earnings History window is accessed through the Functions, Earnings History items on the menu bar.2. The Earnings History window consists of the following tabs:<ul style="list-style-type: none">■ Selection - Allows user to select a specific Employee and time period. The required selection criteria is Department or Social Security Number (SSN), Pay Period Start Date and End Date. The Selection tab is the first tab displayed and consists of a Selection Criteria, Display Criteria, Employee List and Selection List windows. Once the appropriate information is selected or entered and the select button is clicked, the tabs that have data pertaining to the selection criteria become activated and the data that matches the selection criteria is displayed in the Employee List window. The user may then select the employee to be viewed by moving the name to the Selection List window and clicking on the appropriate tab.■ All Info - Displays compensation data, hours, gross pay adjustments (GPAs) and deduction data for an employee.■ Compensation - Displays a gross pay, net pay, tax information and general information for an employee.■ Deductions - Displays employee's share and state share of deductions for an employee. <p><i>Continued</i></p>

Earnings History Selection

Reminders (Continued)	<p>2. <i>Continued</i></p> <ul style="list-style-type: none">■ Hours - Displays all hours information with rate and amount for an employee.■ GPAs - Displays Gross Pay Adjustments and the adjusted GPA detail for an employee. <p>3. Information will only be displayed based on the security assigned to the user. For example, an employee may only view their own history; however, a timekeeper may be able to look up information on employees for specific TKU's for the entire agency, if granted agency-wide access.</p> <p>4. If an employee is appointed to a new department, the old department will no longer have access to the employee's earnings history information unless access has been granted to obtain information for both departments.</p> <p>5. A user only has to enter the department and bargaining unit number for the Selection Criteria, if it is necessary to select individuals by a specific bargaining unit. This would typically be used in situations when retroactive pay adjustments are necessary for a specific bargaining unit.</p> <p>6. Users can choose to view information in detail or summary form. When the summary form is chosen, the titles of the individual windows will change to include summary (i.e., Compensation window becomes Summary Compensation window).</p> <p>7. The following earnings history reports may be requested on-line. The Report Request windows may be accessed through the <u>R</u>eports, Earnings <u>H</u>istory menu items on the menu bar.</p> <ul style="list-style-type: none">■ Deductions■ GPAs■ Hours■ Tax Information■ Compensation
References	<i>No specific references</i>

Main Menu

To display the Earnings History window, select the Functions, Earnings History menu items from the Menu bar.



Selection Tab

The following window is displayed when Functions, Earnings History is selected from the Menu bar. The steps are described on the following page.

DCDS 32

File Edit Options Functions Params Reports Window Help

MAIN HRS - Earnings History

Selection All Info Compensation Deductions Hours GPAs

Selection Criteria

Dept: (1) Agcy: (2) TKU: (3) Barg Unit: (4)

SSN: (5) Name: (6)

Select (11)

Display Criteria

Start Date: (7) End Date: (8)

Detail (9) Summary (10)

Employee List (12)

Dept	Agcy	TKU	BU	Name	SSN
01	01	001	Z80	AMBEAU, KASPARS M III	010-10-5442
01	01	001	Z80	SHAFT, HARLE	010-10-5217

Add/Rem (13) (14)

Selection List (15)

SSN 010-10-6115

Close

Ready

DCDS Input Procedures

Selection Tab (Selection Criteria)

Follow the steps below to select the employee(s) for inquiry.

Step	Field Name	Action
1	Dept*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default. If selecting by department only, enter the Start and End dates. Note: When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.
2	Agy	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default. Note: When an agency has been selected all valid TKUs for the agency will be displayed in the TKU dropdown list.
3	TKU	Select the Timekeeping Unit (TKU) number from the dropdown list or enter the TKU number. Note: After selecting or entering the TKU, an employee requesting their own history may either press the Enter key or click on the Select button. The employee's name and other information will be displayed in the List box. The employee should then enter the desired Start and End dates.
4	Barg Unit	If information is needed for individuals by a specific bargaining unit, select the bargaining unit number from the dropdown list or enter the bargaining unit number. <i>This does not apply when an employee is requesting their own history.</i>
5	SSN	Users with access to multiple employees and requesting history for a specific employee may enter the employee's social security number (SSN). If only the department and SSN are entered, enter the Start Date. <i>Employees requesting their own history DO NOT need to enter their Social Security Number.</i>
6	Name	Users with access to multiple employees and requesting history for a specific employee where the Social Security Number is NOT known, may enter the last name or partial name of the employee. <i>Employees requesting their own history DO NOT need to enter their name.</i>







**indicates a required field that must be entered*

DCDS Input Procedures
Selection Tab (Selection Criteria)

Step	Field Name	Action
7	Start Date*	Enter the <u>first pay period end date</u> for the time frame to be viewed. Note: Entering a date other than a pay period end date will result in the ending day of the pay period in which the entered date falls.
8	End Date*	Enter the <u>last pay period end date</u> for the time frame to be viewed. The system default for this field is the date entered in the start date. Note: Entering a date other than a pay period end date will result in the ending day of the pay period in which the entered date falls.
9	Detail	Pay period detail is the default. Detail earnings history will be displayed for each pay period for the period requested unless the Summary button is selected.
10	Summary	If you wish to view summary information (totals accumulated during the date range entered), click on the Summary button.
11	Select button	Click on the Select button located at the top of the window (or press Alt + L). Based on the selection criteria, the employee name or names will be displayed in the Employee List window.
12	Employee List	Highlight the employee(s) to be displayed in the Selection List. Note: If only one employee displays after the Select button has been clicked, the employee's name will automatically display in the Selection List window.

**indicates a required field that must be entered*

DCDS Input Procedures
Selection Tab (Selection Criteria)

Step	Field Name	Action
13		Click on the  button to move the highlighted employee(s) to the Selection List. If all employees in the Employee List are to be viewed, click on the  button. This will move all names to the Selection List.
14		Click on the  button to remove any employee names from the Selection List. If all employees in the Selection List are to be removed, click on the  button. This will move all names to the Employee List.
15	Selection List	Highlight the desired employee(s) SSN. Note: If there are no SSNs highlighted, the first row in the Selection List will display.
16	Tab	Click on the appropriate tab (All Info, Compensation, Deductions, Hours, or GPAs) to view earnings history data.

Selection Tab (Selection List)

The following information is displayed:

Field Name	Description
Dept	The employee's department.
Agy	The employee's agency.
TKU	The employee's Timekeeping Unit (TKU) number.
BU	The employee's bargaining unit code.
Name	The employee's name.
SSN	The employee's Social Security Number. This is displayed in the Employee List and Selection List windows.